

# MoDOT UTILITY LOCATE PROCESS

There are three methods to request MoDOT facilities to be located.

- 1) **E-mail** – send completed request form to the following E-mail address (District.X.locate@modot.mo.gov) Where # is the District Number (1-10), example for District 6 –E-mail request to District.6.locate@modot.mo.gov
- 2) **Fax** - fax completed form to the correct district fax number shown on locate form
- 3) **Phone**- Call 888-275-6636 (ASK MoDOT) or call the district office number shown on locate form and provide the locate information on the form to the Customer Service Representative.

\*Locate requests should be submitted a minimum of 2, maximum of 10, working days prior of digging.

\*Excavator- Fill out sections 2 and 3 of form.

\*Missouri One Call Return tickets can be sent to MoDOT with section 2 of the MoDOT Utility locate form completed.

\*If the form is not filled out correctly it will be returned to you by E-mail or Fax for corrections.

\*After MoDOT receives E-mail or Fax with the Locate Request, Customer Service Representative will reply back by Fax or E-mail with a MoDOT Ticket Number. Phone requests will be given the MoDOT Ticket Number at the time of the request.

\*Notification will **NOT** be given when the locate request is completed.

\*If the excavator wants verification that the locate is complete, they may make an inquiry two working days after receiving the MoDOT ticket number.

\*MoDOT underground utility facilities are governed under the law for Underground Facility Safety and Damage Prevention RSMO Chapter 319.015 thru 319.050

**To be filled out by MoDOT personnel:**

Section 1

MoDOT Ticket Number \_\_\_\_\_  
Customer Service Rep. \_\_\_\_\_  
Date & Time Received \_\_\_\_\_  
Date Completed \_\_\_\_\_  
Completed By \_\_\_\_\_  
MoDOT Utilities Yes ☐ No ☐  
Method of Contact:  
site \_\_\_\_\_ verbal \_\_\_\_\_ Phone \_\_\_\_\_  
Person Contacted \_\_\_\_\_

**UTILITY LOCATE FORM**

## Section 2

Date: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Sender's Name (first & last): \_\_\_\_\_ Fax: \_\_\_\_\_  
Excavator Name: \_\_\_\_\_ Cellular Number: \_\_\_\_\_  
Excavator Address: \_\_\_\_\_ Pager Number: \_\_\_\_\_

## Section 3

Fill in if applicable: MoDOT permit #: \_\_\_\_\_ or MoDOT Job No.: \_\_\_\_\_

County: \_\_\_\_\_ Route/Street: \_\_\_\_\_

Start Date/Time: \_\_\_\_\_ Locate Request: Routine ☐ or Emergency ☐  
(Must phone in emergency)

Town/Nearest Town: \_\_\_\_\_ Type of Work: \_\_\_\_\_

Is Entire Job within 1/4 mile of intersection? Yes ☐ No ☐ Type of Equipment: \_\_\_\_\_ Depth: \_\_\_\_\_

Tunnel: Yes ☐ No ☐ Horizontal Boring: Yes ☐ No ☐ Explosive: Yes ☐ No ☐

Is a meeting requested? Yes ☐ No ☐ If Yes, mark lines at time of meeting? Yes ☐ No ☐

Date/Time of meeting requested: \_\_\_\_\_ Call to Confirm? Yes ☐ No ☐

Best Time to Call Excavator: ( Between 7:30 am to 4:00 pm ) \_\_\_\_\_

Detailed Location of Work - Direction and Distance to Nearest Intersection or Log Point:

Comments:

**E-mail to District.X.locate@modot.mo.gov where X is District #, or**

**Fill out form and fax to appropriate district listed below, or**

- |  |   |
|--|---|
| <input type="checkbox"/> District 1 816-387-2350; Fax (816-387-2359) | <input type="checkbox"/> District 6 314-340-4100; Fax (314-340-4508)  |
| <input type="checkbox"/> District 2 660-385-3176; Fax (660-385-6307) | <input type="checkbox"/> District 7 417-629-3300; Fax (417-629-3140)  |
| <input type="checkbox"/> District 3 573-248-2490; Fax (573-248-2467) | <input type="checkbox"/> District 8 417-895-7600; Fax (417-895-7652)  |
| <input type="checkbox"/> District 4 816-622-6500; Fax (816-622-0440) | <input type="checkbox"/> District 9 417-469-3134; Fax (417-469-4555)  |
| <input type="checkbox"/> District 5 573-751-3322; Fax (573-522-1059) | <input type="checkbox"/> District 10 573-472-5333; Fax (573-472-5351) |

**Contact MoDOT Customer Service at 888-275-6636 (ASK – MODOT)**  
Receipt confirmation will be faxed or e-mailed to the person making the request

Revised  
09/09/04